More Information on Data Elements

Agency BPN ID - This is the BPN ID of the Agency that your entity falls under.

Agency Location Code (ALC) - Corresponds to the registering office. Maximum of 8 digits. If you do not know which code relates to this office, ask your finance office. If you have more than one ALC for this office, you may need to register at a lower level, or you may need to designate a BPN + 4 extension (This should be a rare case. Please see our BPN+4 page for help using this function).

Annual Revenue – Total revenue from intragovernmental sales for the previous fiscal year, rounded to the nearest dollar. This should be entity specific, not for the entire agency. This data will be used for informational purposes only and is mandatory for Seller entities.

BPN + 4 – This is a 4-digit extension to your BPN Number that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business in one office. Please see our BPN+4 page for more information.

BPN Number - A 9-character unique code that serves as the key identifier of each record in FedReg. Also see DUNS.

Business Type - If your office buys from other federal government agencies, it is considered a Buyer here. A buyer is an entity that places an order with another agency. If your office sells to government agencies, it is considered a Seller here. A seller is considered any office that receives and accepts orders from another agency (not necessarily the office that actually fills the order). If your office ever does both, you should choose "Both Buyer and Seller".

City - City in which your place of work is located. Mandatory.

Country - Three-letter abbreviation for the country in which your place of work is located. Mandatory.

Credit Card - Indicates if your entity will accept government purchase card payments. This is a mandatory field for Seller entities. If yes, you must enter at least one Merchant ID.

Department Code – Two-digit code which identifies the agency that oversees this office. Also known as Treasury Index code. Categories correspond to the Treasury Index of Agency Codes.

Disbursing Office Symbol – This 5-digit code is linked to your entity's ALC code and is used in the IPAC system. You will see a drop down list of DO symbols related to your agency from which you may choose. For more help on this symbol, contact your agency's IPAC administrators.

DUNS - A 9-digit number that is assigned by Dun and Bradstreet associated with the registering entity (Office or Division). This number serves as the unique ID for each record. For information on how to obtain a DUNS, please see our User's Guide.

EIN - Employer ID Number, 9 digits, numbers only. If you do not know your EIN, ask your personnel office.

Email - The entire email address you use at work, for example John.Smith@gsa.gov. Email addresses must contain an @ sign and end with .gov or .mil.

Entity Name - Name of the organization associated with the BPN Number

Extension - If the phone number you give is not a direct line, please include your extension.

Fax - The number where you can receive faxes. USA only – enter 10 digits including area code and fax number. You do not need to enter dashes or special characters.

Federal Supply Class - This is a 4-digit code which describes the products your office sells. Please note that FSCs only refer to goods/products. If you provide services, please refer to the PSC list. To search for an FSC Code, visit the DLIS FSC search page.

I work for the following Office - Please enter the name of the office or entity in which you work. For example "Office of the CIO" or "Southwest Regional Office." The ARO will use this information to determine your correct level of access. If you need access to more than one area, you may enter multiple offices separated by commas.

International Phone - If the country you choose is other than USA, you must enter an International phone number. There is a maximum of 35 digits.

Merchant ID Number 1 - Number assigned to you by the bank that processes your credit card receipts. Similar to a routing number. Mandatory if the Credit Card answer is yes.

Merchant ID Number 2 - If you work with two different banks to process credit card receipts, you may have two Merchant ID codes. If so, enter the second bank's Merchant ID here.

NAICS – North American Industrial Classification System. This six-digit code replaces the formerly used SIC codes to indicate the products or services your office sells. For more information on NAICS Codes, visit the US Census Bureau NAICS page.

Office - On the "Create Office" button, this refers to any entity to be registered on FedReg. Each level also has Offices which are entities that do not have children and are linked to the major entity on that level.

Parent BPN ID - The parent BPN ID refers to the BPN ID of the entity directly above the entity you are reviewing. For example, the Parent BPN ID of the Census Bureau is the Commerce Department, but the Parent BPN ID of the Northwest Region might be the Census Bureau.

Password - One Agency Registration Official from each agency receives his or her password directly from GSA. If you are the ARO for your agency and have not yet received a password, please Contact Us. If you are a new registrant and not the ARO, you may choose your own password on our Request Access page. You will then be on a list for the ARO for your agency, who can delegate access to you for individual agencies, bureaus or offices.
Choose a password you will remember! Passwords should be "strong." This means:

- Passwords are case sensitive. That means that if your password is Pass$123, you will not be able to enter PASS$123 to log in.
- Passwords must be between 8 and 16 characters long.
- Passwords must contain at least one of the following: upper case alphabetic, lower case alphabetic, numeric, and one special character (!@#$%^*()).
- Passwords must not be the same as a password used in the last 24 passwords.
- Passwords must not be the same as your user ID or your user ID reversed.
- Passwords may not be changed more than once in 24 hours.
- Passwords may not be a dictionary word.

You cannot leave the password field blank. We ask you to type your password twice to confirm it.

Phone Number - This is for US phones only and is mandatory if the country chosen is USA. Enter 10 digits including area code and phone number, for example 202-555-1212. You do not need to enter dashes or special characters.

Point of Contact – First name and/or Last name are required for this field. Middle initial is optional. In the case of a "generic" POC, you may enter a generic name here. Do not include punctuation in the search field. Examples: "John Smith" or "John A Smith" or "John" or "Smith".

Postal Code – Used if the country you choose is other than USA (instead of Zip code). Optional.

Product Service Code – This is a four-character code, which describes the services your office sells. Please note that PSCs only refer to services. If you provide goods/products, please refer to the FSC list. To search for a PSC Code, go to the FPDS-NG Product and Service Code Reference.

State - Two-letter abbreviation for the US State in which your place of work is located. Mandatory if USA.

Status - The Status of an entity. An entity can be either Registered, Pending, or Reference Only.

Street Address 1 - Physical street address (not a PO Box) for your place of work. This field is mandatory.

Street Address 2 - Additional address information such as Suite, Building, or PO Box numbers. This field is optional.

Zip + 4 - A four-digit US Zip code extension, numbers only. Please visit http://www.usps.com/zip4/ for more information.

Zip Code - Valid US Zip code, 5 digits, numbers only. Please visit http://www.usps.com/zip4/ for more information.